

LABORATORY POLICY REGARDING GOVERNMENT PROPERTY

All Laboratory facilities, grounds, supplies, services, and equipment, including surplus or salvage material, are United States Government property, subject to Federal laws concerning use, protection, and theft. This includes, but is not limited to: facilities leased by either the Government or the Laboratory or used under contractual service agreements; service, such as mail services; telephone; tools; stationery; photographic supplies; computing systems and computer terminals; word processing systems; voice, data and video communications systems (e.g. MILNET, ARPANET, etc.); and copying machines.

Government property may not be used for personal projects, business, political activities, advertising, or soliciting charitable contributions.

Failure to comply with provisions regulating the use of government property may result in disciplinary action, up to and including termination.

You are directed to Administrative Manual, Subject 701, for more specific information on Laboratory policies and procedures regarding government property.

RANDOM INSPECTIONS/SEARCHES

The Los Alamos National Laboratory has a RANDOM Inspection/Search Program to deter/detect the unauthorized removal of government property and/or the introduction of prohibited articles. The inspections/searches may be by Laboratory and DOE policy to submit to these inspections/searches. Vehicles (personal and government) and hand carried items, including purses, are subject to inspection/search.

I HAVE READ, UNDERSTAND, AND ACKNOWLEDGE RECEIPT OF THIS STATEMENT.

Employee's Name	Z Number
Employee's Signature	Date